

Northwestern | THE GRADUATE SCHOOL

TGS COMMONS RESERVATION FORM

Please review the Rules and Regulations for Reserved Events Form posted on The Graduate School's website before you complete this form. It must be emailed with a signed Rules and Regulations Form to The Graduate School (tgs@northwestern.edu) at least one week before your event.

Requestor Name: _____ Requestor Email: _____

Requestor Phone#: _____ Student/ Empl ID#: _____ Event Date: _____ Head Count: _____

Organization or Department Name: _____

Event Name: _____

Event Start Time (Including Set-Up): _____ Event End Time (Including Clean-Up): _____

Will you be serving food at this event? _____ Vendor: _____

Consumption of alcohol in TGS Commons is strictly prohibited without the express consent of The Graduate School and paperwork in accordance with the [University liquor policy](#).

Will there be alcohol at this event? _____ Vendor: _____

If you are serving alcohol, fill out the following information:

Vendor Contact's Name: _____ Vendor Contact's Phone#: _____

Check this box if your vendor is a Northwestern preferred vendor. If your vendor is not, attach (2) Certificates of Liability Insurance when submitting this form.

Check this box verifying that licensed bartenders will be serving alcoholic beverages at this event.

Provide a detailed description of the event below. Include how this event serves/supports TGS students at Northwestern:

Will you be moving furniture or bring additional equipment for your event (example: Tables/ Chairs)?: _____

(If so) please provide a detailed description of what furniture will be moved and what additional equipment will be used.

Check this box if you are not a TGS student, and have not provided your Empl ID to The Graduate School this fiscal year for access to the TGS Commons WildCARD swiper.

Requestor Signature _____ Date _____

Additional Related Dates Requested

This section is to avoid a requestor submitting several different TGS Commons Reservation Forms that are directly related (example: series of workshops, recurring meetings or rehearsals). These events can have different titles, and dates, however all other details must be the same (including the time of the event). If not, please fill out another TGS Commons Reservation Form.

Event Name: _____

Event Start Time (Including Set-Up): _____ Event End Time (Including Clean-Up): _____

Event Name: _____

Event Start Time (Including Set-Up): _____ Event End Time (Including Clean-Up): _____

Event Name: _____

Event Start Time (Including Set-Up): _____ Event End Time (Including Clean-Up): _____

Event Name: _____

Event Start Time (Including Set-Up): _____ Event End Time (Including Clean-Up): _____

Event Name: _____

Event Start Time (Including Set-Up): _____ Event End Time (Including Clean-Up): _____

Event Name: _____

Event Start Time (Including Set-Up): _____ Event End Time (Including Clean-Up): _____

Event Name: _____

Event Start Time (Including Set-Up): _____ Event End Time (Including Clean-Up): _____

Event Name: _____

Event Start Time (Including Set-Up): _____ Event End Time (Including Clean-Up): _____

Event Name: _____

Event Start Time (Including Set-Up): _____ Event End Time (Including Clean-Up): _____